



## **YAXHAM PARISH COUNCIL**

### **Clerks Report – October 2020**

#### **Highways**

Highways have confirmed that as we have an agreement for the SAM2 sign at the new site, we only need to arrange for installation and then add it to the existing Memorandum of Understanding (MoU). I have contacted Westcotec and they have confirmed that they will be installing the post in due course however they are very busy. Once this has been completed I will add the site to our MoU

The gateway at Yaxham Waters will be moved back into the hedge and angled slightly to provide better visibility

The work at Whinburgh Road junction has been released and a copy will be sent to us shortly.

#### **Clerks Action List**

I have created an 'action list' of the work that needs to be completed for the handover. I find this useful so that everyone knows what is happening. If you want any information feel free to contact me!

#### **Finances**

I've applied for 'read only' access to the Bank Accounts and we are changing the postal address to me. This is still ongoing as anything relating to banks seems to take ages!

I am in the process of looking into arranging my wages to be paid by standing order on a monthly basis. The calculations have been completed and once I have confirmed with HMRC my regular tax deduction I will bring this request to a meeting along with any necessary amendments to Financial Regulations.

The 2019-2020 Limited Assurance Review was returned from PKF Littlejohn. There were no items that need addressing so the audit is now satisfactorily concluded.

#### **Miscellaneous items**

The Parish Council files are all stored on 'drop box' at present. The current 'box' is now full and I will be creating a new 'box' for our archive files. I would also suggest that it would be sensible to purchase a portable hard-drive as a back up. This would cost approximately £40 +VAT. If Councillors are happy with this, I will make the purchase and start to tidy up the electronic files over time.